

TO ALL INTERESTED COMPANIES

Ref: ITB-UNDP-MYS-003-2016 – Provision of Travel Management Services for UN Agencies in Malaysia

Round 1 clarification

Provided below are Answers to Questions raised regarding the above assignment:

General Questions:

1) Q: Typically a Travel Management Company can support and supply all things relating to travel including Air/Hotel/Car Hire and other travel activities such as tours etc. Is the UNDP considering an 'all inclusive' Travel Management Service?

A: No, the UNDP is not considering to have an 'all inclusive' travel management service. The main function of the travel consultant is to provide air ticketing service. However, occasionally the UNDP *might* request the other optional services stated in the Section 3.2, Terms of Reference.

Optional services will be not be evaluated, however, they might be included in the final contracts for leveraging on demand basis by the Agencies.

2) Q: Are there any records or information available regarding spend on Hotels and Car Hire, etc?

A: In average, annually UN Agencies' spend is approximately as the following:
Hotel – MYR 540,000; Car rental – MYR 140,000.

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